

Job Opportunity Bulletin: 03-069**Final Filing Date: December 31, 2003 or
until filled**

Position:	Salary:	Location:
STAFF SERVICES ANALYST (General)	Range A \$2632 - \$3201	Office of Statewide Health
Freeze Exemption Pending	Range B \$2850 - \$3465	Planning and Development
	Range C \$3418 - \$4155	Patient Discharge Data Section
		818 K Street, Room 100
		Sacramento, California 95814

General Statement:

The Office of Statewide Health Planning and Development (OSHPD) is recruiting for a permanent Staff Services Analyst (SSA) (General) (G) in the Analytical Review Unit of the Patient Discharge Data Section. This Unit is responsible for analysis and correction of 480 hospital inpatient discharge data reports, including approximately 3.7 million patients discharged annually by California hospitals.

Duties:

- ❖ Review and analyze hospital patient discharge data reports as transmitted online via the Medical Information Reporting for California (MIRCal) system for compliance with OSHPD's reporting requirements, internal data consistency, and comparability of data reported to OSHPD by other sources.
- ❖ Provide liaison and technical assistance to hospital staff regarding reporting requirements, options, errors and possible resolutions.
- ❖ Participate in outreach efforts via educational presentations to hospitals, health information professionals, and data users. Provide assistance in writing articles for internal or external publications. Provide assistance in updating the *California Patient Discharge Data Reporting Manual*, MIRCal system editing programs and other Data Quality Control functions.

Desirable Qualifications:

- ❖ Strong written, oral and interpersonal communication skills.
- ❖ Ability to manage a large workload in a production-oriented position.
- ❖ General PC Skills.
- ❖ Familiarity with hospital medical records.
- ❖ Ability to deal with a changing environment.

Who May Apply:

Due to the hiring freeze (Executive Order S-3-03), current OSHPD employees in the SSA (G) classification or a classification that would be eligible for transfer, and SROA/Surplus or reemployment list applicants. Applications will be screened with criteria based on the essential functions of the job. Appointment is subject to SROA/Surplus policies. The most qualified individuals will be selected for an interview.

Interested parties should submit a standard State Examination and/or Employment Application, STD-678 and a resume to:

Office of Statewide Health Planning and Development
Patient Discharge Data Section
Attention: Rob Fox (Job #03-069)
818 K Street, Room 100
Sacramento, CA 95814

For further information contact Rob Fox at (916) 324-2710